

Site and is eligible for health care coverage. The active employee will need to contact Benefits Administration to obtain the necessary forms to add dependent (children and/or spouse) and to obtain instructions regarding information that must be submitted. Coverage must be elected to become effective on the day immediately following the pay period in which the employee separates. Forms to add or delete dependents from coverage must be submitted by the active employee to, and received by, Benefits Administration no more than 60 days after termination of the spouse's employment. With a "qualifying event" the active employee can add or delete dependents to the health care coverage option in which the active employee is currently enrolled, but may not add or increase coverages. The employee may change coverages during subsequent annual open enrollment periods if desired.

### **Involuntary Reduction of Force (IROF)**

If a contractor rehires an involuntarily-separated employee before the completion of the full period for which severance was paid, the severance must be repaid on a pro rata basis to restore service credit recognition. For example, if an individual received 15 weeks of severance and is rehired after 10 weeks, 5 weeks of separation pay must be repaid. If the employee does not choose to repay the severance to restore service credit, the employee will be treated as a new hire without restoration of prior service credit.

## **Part V – Special Programs**

### **OUTPLACEMENT ASSISTANCE**

Outplacement services will be available on an ongoing basis through WorkSource Columbia Basin, which is maintained by the Washington State Employment Security Department. Outplacement services may be supplemented, either by DOE and its principal contractors or, with Contracting Officer approval, by contracting with outside providers, during periods of significant workforce restructuring. Special outplacement services will be determined and designed for each reduction of force circumstance. When implemented, enhanced outplacement services will be provided to regular employees who are identified for layoff or are separated from employment through VROF or an IROF. Outplacement assistance will also be provided for subcontractors and intermittent workers who are separated from employment through an IROF.